

RESOLUTION NO. 2008-1823

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF SURFSIDE, FLORIDA, REJECTING ALL
BIDS FOR THE INSTALLATION OF STORM
PROTECTION AT TOWN HALL AND AUTHORIZING
THE TOWN MANAGER TO RE-BID THE PROJECT;
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, in January 2008, the Town of Surfside, Florida ("Town") issued a Request for Proposals ("RFP") seeking responsible and responsive firms to install storm protection at the Town Hall building ("Project"); and

WHEREAS, the Town received three proposals in response to the RFP; and

WHEREAS, the Town has determined that only one proposal was responsive to the RFP; and

WHEREAS, pursuant to the Town Purchasing Code Section 3-7(b)(5) and the RFP Town Commission believes that it is in the best interest of the Town to reject all bids and authorize the Town Manager to re-bid the Project.

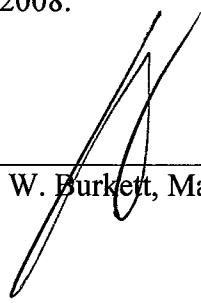
**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF
THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:**

Section 1. Recitals. That the above and foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. Rejection of all bids. In accepting the recommendation of Town Staff, the Town Commission rejects all bids for the Project and authorizes the Town Manager to re-bid the Project.

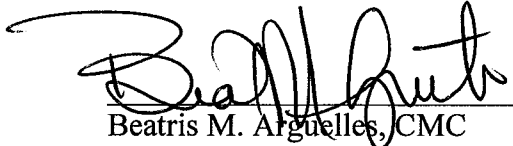
Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED and ADOPTED on this 8th day of April, 2008.




Charles W. Burkett, Mayor

Attest:



Beatris M. Arguelles, CMC
Town Clerk

**APPROVED AND TO FORM AND
LEGAL SUFFICIENCY:**



Lynn M. Dannheisser, Town Attorney

Res. 1823.



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS

☐ **Fort Lauderdale Office** - 1800 Eller Drive, Suite 600, Fort Lauderdale, Florida 33316
Phone: 954.921.7781 • Fax: 954.921.8807

☐ **Palm Beach Office** - 560 Village Blvd, Suite 340, West Palm Beach, Florida 33409
Phone: 561.684.6161 • Fax: 561.684.6360

Memorandum

DATE: March 12, 2008
TO: Pam Brangaccio, Surfside Town Manager
FROM: Phillip Mastrosimone, Director Building Codes Services
SUBJECT: Recommendation for award of Contract
PROJECT: Installation of Storm Protection at Town Hall
CC: George Keller, Director of Governmental Services

On January 16, 2008 the Town of Surfside published a Request for Proposals for the installation of Storm Protection at the Town of Surfside, Town Hall Building.

The Proposals period closed on February 15, 2008. The proposals were required to be received in the office of the Town Clerk, 9293 Harding Avenue, and Surfside Florida by 2:00 p.m. A total of three proposal packages were received and opened by the Town Clerk and posted on the Town website. The Town's Selection Committee (consisting of John DiCenso, Phil Mastrosimone and Sabrina Baglieri) then began the examination of the three bid packages to ascertain the responsive and responsible bidders and rank them.

It has been determined that only one of the three companies submitting proposals was responsive to the Request for Proposals, meeting all of the bid requirements (Florida Building Code). The result of analyzing the bid packages, investigating references, comparable experience and cost comparisons supplied the Committee, renders these findings:

- 1) Lyon Head Doors & Shutters- Product did not meet the requirements of the Florida Building Code as the product as submitted required a ladder or lift to install the shutters on the second floor. The proposal has been deemed non-responsive for that reason.
- 2) Rolladen- Proposal submitted did not include shutters for all openings as required by the Request for Proposal and by the Florida Building Code. The proposal has been deemed non-responsive for that reason
- 3) Davidson Hurricane Protection, Inc.- Proposal was complete and met all requirements. The total proposed cost was \$148,860.52. The shutters in the proposal were a combination of power assisted roll up and accordion style shutter. The total evaluation factor points were 72.67.

In conclusion, it is the Committee's opinion that the Town did not receive sufficient responsive proposals (one proposal, one solution) to make an informed decision in the best interests of the City. It is also our recommendation that the Town re-issue a new Request for Proposals which describe in more detail, code requirements, aesthetic and practical needs of the Town, and the possibility of including new technologies which may be available. The Town might also consider keeping the time to respond open longer than the original Request for Proposals.

Town of Surfside

REQUEST FOR PROPOSAL "Installation of Storm Protection at Town Hall"

The Town of Surfside is requesting sealed proposals from qualified licensed and experienced firms for Installation of Storm Protection at the Town of Surfside, Town Hall Building.

PROPOSAL SUBMISSION

Proposals will be received by sealed envelope in the office of the Town Clerk, 9293 Harding Avenue, Surfside, Florida 33154 until 2:00 P.M. on May 30, 2008 at which time they will be opened and read by the city staff/representatives. Bids received after this time will not be considered and no time extensions will be permitted. Please clearly mark proposals:

INSTALLATION OF STORM PROTECTION AT TOWN HALL REQUEST FOR PROPOSAL

Copies of this Proposal Document may be obtained on the Town's web site under the link at www.townofsurfsidefl.gov.

FOR INFORMATION

Hard copies may be obtained at Calvin, Giordano & Associates, 1800 Eller Drive, Suite 600, Fort Lauderdale, Florida 33316. For additional information on this Request for Proposal, contact George Keller or Phillip Mastrosimone, Calvin, Giordano & Associates, 954-921-7781.

ACCEPTANCE, REJECTION and CANCELLATION

The Town of Surfside reserves the right to reject any or all proposals with or without cause, to waive any or all irregularities with regard to the specifications and to make the award to the PROPOSER offering the greatest advantage and benefit to the Town. The Town also reserves the right, in its sole and absolute discretion, to cancel this Request for Proposal at any time.

Any Bid received that does not meet the requirements of the Florida Building Code section 2413 and sec 1626 will immediately be disqualified.

Town of Surfside, Florida

SUBJECT: Request for Proposal (RFP) from qualified and experienced firms for Installation of Storm Protection at Town Hall.

The Town of Surfside invites you to submit an original proposal (clearly marked) and seven (7) bound copies in response to our Request for Proposal. All submissions and inquiries must be addressed as outlined in the RFP.

The proposals are to be submitted in a sealed envelope clearly marked Important, Bid Enclosed bearing the name of the PROPOSER, and the address as well as the title of the RFP, no later than 2:00 p.m., May 30, 2008. Mail or hand deliver your proposal to:

Town of Surfside
Town Clerk
9293 Harding Avenue
Surfside, Florida 33154

The Town's tentative schedule for this Request for Proposal is as follows:

Opening of Proposals:	<u>2:00 pm, May 30, 2008</u>
Proposals Evaluations:	<u>June 3, 2008</u>
Interviews (upon TOWN discretion):	<u>TBD</u>
Commission Award:	<u>TBD</u>

The Town reserves the right to delay or modify scheduled dates. The Town will notify PROPOSERS of all changes in scheduled dates.

We look forward to your active participation in this solicitation.

Sincerely,

George R. Keller, Jr., AICP
Director of Governmental Services
Calvin, Giordano & Associates, Inc.

TOWN OF SURFSIDE Request for Proposal

1.0 PURPOSE

The TOWN is requesting Sealed Proposals from qualified and experienced firms, (hereinafter referred to as "CONTRACTOR" or "PROPOSER") for Installation of Storm Protection at Town Hall Building. Upon the Town Commission's ratification of the Selection Committee's rankings, the TOWN will enter into negotiations with the number one ranked firm to finalize fee negotiations for services to be performed under the Agreement herein (the "Agreement"), which shall be subject to ultimate approval by the Town Commission.

The successful PROPOSER must be an independent CONTRACTOR and the individual(s) assigned to work for the TOWN by the CONTRACTOR shall be subject to the approval of the TOWN, and will not be a TOWN employee(s). The successful PROPOSER shall execute the Agreement for approval by the Town Commission.

2.0 BACKGROUND

2.1 General

The Town is soliciting proposals to secure the best price for purchasing and installing Storm Protection at the Town Hall Building.

The Installation of Storm Protection at the Town Hall Building shall include but not be limited to the purchase and installation of Storm Protection.

TOWN and CONTRACTOR shall complete all necessary forms and submit supporting documentation accordingly pursuant to all local, state, and federal governmental agency guidelines; this shall include all necessary backup documentation needed to comply with all governmental agency guidelines.

The CONTRACTOR shall comply with all federal, state and local laws, rules, practices and regulations. CONTRACTOR shall provide quality assurance at all times.

No guarantee is expressed or implied as to the quantity of services, if any, to be procured under this Request for Proposal by the TOWN.

Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

PROPOSERS are to include all applicable requested information and are encouraged to include any additional information they wish to be

considered.

2.2 Statistical Data

The Town of Surfside was incorporated in 1935. The Town has approximately 6,500 residents. The Town of Surfside is bounded on the south by 87th Terrace and the north by 96th Street. The Town's fiscal year begins October 1st and ends on September 30th.

The Town of Surfside provides the normal range of governmental services including parks and recreation, planning, zoning and building, code enforcement, library services and law enforcement to its citizens. Fire and Rescue services are currently provided by the Miami-Dade County Fire Department. The Town Hall Building serves as the Emergency Operations Center during times of disaster.

2.3 Scope of Work to Be Performed

2.3.1 OVERVIEW

CONTRACTOR shall provide Storm Protection to protect all windows, doors, glass block, vents and other exterior openings of the Town Hall Building except those roll down steel doors and open concrete vents on the east side of the building.

Storm protection devices shall withstand wind loads and withstand impact damage associated with flying debris in compliance with the High Velocity Hurricane Zone (HVHZ) Code for Miami-Dade County Florida and should be of the latest technology or the most appropriate design for Town Hall.

The CONTRACTOR shall provide all supervision, labor, materials, tools, equipment, subcontracted equipment/tools and materials necessary for the performance and completion of the work specified in the Contracting Officer's Task Order, unless otherwise agreed to between the parties.

The TOWN, at its sole discretion, may expand the scope of work to include additional requirements in subsequent Task Orders issued by the Contracting Officer.

2.3.2 CONTRACTOR AND PRODUCT QUALIFICATIONS

The Storm Protection System must meet the requirements of the Florida Building Code section 2413 and sec 1626.

CONTRACTOR must have current product approval from either Miami Dade County Product Approval or the State of Florida for installation in a High Velocity Hurricane Zone.

CONTRACTOR shall provide a Project Manager for the entire duration of

the operation, subject to TOWN's approval.

CONTRACTOR shall provide all items and accessories as required for a total and complete installation in every respect.

The CONTRACTOR shall hire an Engineer licensed in the State of Florida to review the Manufacturer's Product Data and the shop drawings:

- 1 The Engineer will certify that the design and installation methods will meet or exceed wind load and impact requirements for High Velocity Hurricane Zone for Miami-Dade County, Florida.
- 2 In addition to the items above, the Engineer will certify that the design and installation methods comply with all local and governing code requirements in Miami-Dade County, Florida.

2.3.3 Services

Services expected from the awarded CONTRACTOR shall include, but shall not be limited to, the following:

2.3.3.1 SHOP DRAWINGS

Develop and submit shop drawings to the Town showing layout, sizes and types (to include translucent shutters), product materials, components and accessories, fabrication data, operation and wiring diagrams for motor driven operators, finishes, rough-in dimensions, anchorage and installation requirements and details.

2.3.3.2 PRODUCT DATA

In addition to shop drawings, the Engineer shall approve then submit the manufacturer's product data information for all specified components, including specifications and installation instructions to the Town.

CONTRACTOR will provide standard color chart – color to be picked by the Town of Surfside.

2.3.3.3 DELIVERY, STORAGE, AND HANDLING

- 3 Deliver materials in the manufacturer's original, unopened, undamaged boxes. The CONTRACTOR is responsible for the protection and for the safe and secure storage of all materials.
- 4 All shutters must be stamped with "MIAMI-DADE COUNTY PRODUCT CONTROL APPROVED."

2.3.3.4 INSTALLATION REQUIREMENTS

- Field Measurements: Verify actual measurements of openings by field measurements before fabrication. Show recorded measurements on the above approved shop drawings.
- Verify existing conditions of substrates to determine if acceptable for shutter installation in accordance with manufacturer's instructions. Correct all unsatisfactory conditions prior to commencing shutter installations.
- Install components shall comply with approved project shop drawings and manufacturer's written installation requirements.
- All work shall comply with all local and governing code requirements.
- Properly remove from the site all debris remaining from this installation.

2.3.3.5 WARRANTY

- 1 Submit, for the Town's acceptance, manufacturer's standard warranty document signed by a company official.
- 2 Warranty period: Minimum 10 years.

2.3.3.6 MAINTENANCE AND OPERATIONS

- 1 Submit detailed maintenance requirements and operating instructions and training.
- 2 Provide estimate of cost and time of securing storm protection pre storm time and for removing storm protection system. Include details regarding ease of installation and labor requirements.
- 3 Provide information regarding storage requirements.
- 4 Provide information regarding longevity of product and all product components. Estimate the life span of the product.
- 5 Provide information on effects on the building occupants environment i.e. admission of natural light while shutters are in place (closed).
- 6 Provide information on time required to close or otherwise operate all supplied Storm Protection devices in the event of a storm.

3.0 RESPONSIBILITIES OF THE TOWN

Pursuant to Sec. 3-17 of the Town of Surfside Code of Ordinances, no Cone of Silence provision apply to this RFP. Town staff will be available to assist CONTRACTOR in both the bidding process and the operational functions with interpreting specifications, standards, and directions.

4.0 SUBMISSION OF PROPOSAL

Incurred Expenses:

The Town is not responsible for any expenses which PROPOSERS may incur preparing and submitting proposals called for in the Request for Proposal.

Interviews:

The Town reserves the right to conduct personal interviews or required presentations on all PROPOSERS prior to selection. The Town will not be liable for any costs incurred by the PROPOSER in connection with such interviews/presentations (i.e. travel, accommodations, etc).

Proposal Acknowledge:

By submitting a proposal, the PROPOSER certifies that the PROPOSER has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed.

Request for Additional Information:

The PROPOSER shall furnish such additional information as the Town of Surfside may reasonably require. This includes information which indicates financial resources as well as ability to provide the system and/or services. The Town reserves the right to make investigations of the qualifications of the PROPOSER as it deems appropriate, including but not limited to, a background investigation conducted by the Town of Surfside Police Department.

Acceptance/Rejection/Modification to Proposals:

The Town reserves the right to reject any and all proposals, and to waive minor irregularities in the procedure and agree to minor modifications during the agreement preparation process.

Proposals Binding:

All proposals submitted shall be binding for ninety (90) calendar days following opening.

Proposal Withdrawal:

PROPOSERS may withdraw their proposals by notifying the Town in writing at any time prior to the scheduled opening. PROPOSERS may withdraw their proposals in person or through an authorized representative. PROPOSERS and authorized representatives must disclose their identity and provide receipt for the proposal. Proposals, once opened, become the property of the Town and will not be returned to the PROPOSERS.

Proposal Disclosure:

Upon opening, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. PROPOSERS must invoke in writing the exemptions to disclosure provided by law in the response to the RFP by providing the specific statutory authority for claimed exemptions, identifying the data or other

materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

5.0 CONDITIONS OF PROPOSALS

- A. Late Proposals** – Proposals received by the Town after time specified for receipt will not be considered. PROPOSERS shall assume full responsibility for timely delivery at the location designated for receipt of proposals.
- B. Completeness** – All information required by this RFP must be supplied to constitute an acceptable proposal.
- C. Public Opening** – All proposals will be publicly opened at the time and place specified. Proposals may be reviewed by any person ten (10) days after the opening or recommendation of award which ever occurs sooner.
- D. Award Presentation** – The Town Administrator will present to Town Commission for acceptance and final award, one or more of the proposals, or reject all proposals, within ninety (90) calendar days from the date of opening of proposals.

6.0 TERMS AND CONDITIONS OF AGREEMENT

The agreement to be entered into with the successful PROPOSER(s) (the "Agreement") will include, but not be limited to, the following terms and conditions.

The PROPOSER shall agree to indemnify and hold harmless and pay on behalf of the Town, for any liability and/or legal costs arising out of any claims and litigation related to the services provided, including any actions that may arise from allegations regarding determination of appropriateness or inappropriateness of care or any acts, errors or omissions related to the service provided.

The content of this RFP and all provisions of the successful PROPOSER deemed pertinent by the Town will be incorporated into the Agreement and become legally binding.

If the CONTRACTOR fails to properly perform the conditions of the Agreement, in the sole opinion of the Town, the Town will communicate to the CONTRACTOR in writing the problem(s) that exist. The CONTRACTOR will have up to ten (10) calendar days to rectify the problem(s). If the same or other problems persist or recur the Town may immediately cancel the Agreement by advising the CONTRACTOR in writing.

The Town shall have the option of terminating the Agreement by giving the CONTRACTOR thirty (30) days written notice.

Termination or cancellation of the Agreement will not relieve the CONTRACTOR of any obligations or liabilities resulting from any acts committed by the CONTRACTOR prior to the termination of the Agreement.

7.0 TERMINATION OF AGREEMENT

If the PROPOSER fails to perform the conditions of the Agreement as specified and as interpreted by the Town Manager, the Town Manager shall provide written notice of such violation.

The Town reserves the right to terminate the Agreement, without cause, with a 30-day calendar written notice, unless otherwise provided in the Agreement.

Termination and cancellation of the Agreement will not relieve the CONTRACTOR for work which was to be completed prior to the termination or cancellation of the Agreement.

If the Agreement is terminated for cause, PROPOSER will be removed from the Town's vendor list.

The Town Commission shall have the right to terminate the Agreement in the event the CONTRACTOR files any petition or proceeding for bankruptcy relief or is adjudicated to be bankrupt or insolvent or fails to pay just debts as they ordinarily become due.

This Agreement may not be terminated by the CONTRACTOR unless otherwise provided in the Agreement.

10.0 REFERENCES

Please provide a list of at least five (5) engagements of installation of Storm Protection, including municipalities within the last five years. Indicate the scope of work, date, total hours, location of the Proposer's office from which the engagement was performed, and include the following:

Name
Address
Contact
Telephone, Facsimile Number & e-mail address
Date of Contract

Indicate at least three clients with whom the Town may speak with during the evaluation phase. It is the responsibility of the PROPOSER to ascertain that the contact person will be responsive.

11.0 PROCEDURE FOR REVIEW

A Selection Committee has been established to review and evaluate all

proposals submitted in response to this RFP. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided and other evaluation criteria as set forth in this RFP.

The Committee will first review each proposal for compliance with mandatory requirements of the RFP. Failure to comply with any mandatory requirements will disqualify a proposal. The Committee will then review each proposal based upon the evaluation process listed in section 12.0.

The Town reserves the right to forego the interview process.

The Town reserves the right to reject any and all proposals and to waive minor irregularities in the proposal. The Town further reserves the right to seek new proposals when it is in the best interest of the Town to do so.

The Town will negotiate the contract price and fees with the firm / firms ranked highest in accordance with this RFP and the Town's Purchasing Ordinances. The Proposer's schedule of Professional Fees and Expenses is required to be submitted with the RFP due May 30, 2008.

INTENT TO PERFORM: It is the intent and purpose of the Town of Surfside that this request permits competition. It shall be the CONTRACTOR's responsibility to advise the Purchasing Department if any language, requirements, etc., or any combinations thereof inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing and must be received by the Purchasing Department not later than ten (10) days prior to the proposal opening date. A review of such notification will be made.

PROTEST PROCEDURES

(1) Protest of any Town recommendation for an award in response to a request for proposals shall be filed with the Town Clerk and mailed by the protesting party to all participants in the competitive process within seven (7) days of the Town's recommendation for an award or the Town's actual award whichever comes first. Such protest shall be in writing, shall state the particular grounds on which it is based, shall include all pertinent documents and evidence and shall be accompanied by a cashier's check in the amount of \$250.00 to reimburse the Town for all administrative costs associated with the appeal process. Any grounds not stated shall be deemed waived.

(2) Protests shall be referred by the Town Clerk to the Town Attorney who shall select a hearing examiner who shall hold a hearing and submit written findings and recommendations within ten (10) days of the filing of the protest. The hearing examiner shall consider the written protests, supporting documents in evidence, the Town's recommendations and supporting documentation and all evidence presented at the hearing. Such finding and recommendation shall be filed with the Town Clerk.

(3) Hearing examiners may be retired judges, certified mediators or other impartial parties as selected by the Town Attorney.

(4) The hearing examiner's findings and recommendations shall be presented to the town commission for final action at the next regular or specially scheduled meeting. Notice shall be mailed to all participants in the competitive process at least seven days in advance of any final action by the Town Commission. The notice shall include the hearing examiner's findings and recommendations.

(5) Failure to follow the protest procedures set forth herein shall automatically nullify any protest or claim brought by an aggrieved bidder, offeror or CONTRACTOR.

12.0 EVALUATION OF PROPOSALS

Award shall be made to the responsible PROPOSER whose proposal is determined to be the most advantageous to the Town, taking into consideration the evaluation factors set forth below.

Mandatory Requirements will be used in determining whether a PROPOSER is responsive to the RFP but will not be used as an evaluation criterion:

- A. The CONTRACTOR is licensed to practice in Miami-Dade County and the State of Florida.
- B. The CONTRACTOR has no conflict of interest with regard to any other work performed by the CONTRACTOR for the Town.
- C. Product meets all mandatory product approval requirements at the time of submission.

The CONTRACTOR adheres to the instructions in the RFP on preparing and submitting the proposal and the applicable Town ordinance.

Technical Qualifications:

- A. Copy of Occupational License or filed application with the Town required to operate in Miami-Dade County.
- B. The Installation of Storm Protection for Town Hall award shall be based on the following factors, criteria, and goals using the following scoring method:

<u>Evaluation Factors</u>	<u>Point Range</u>	<u>Points Assigned</u>
1) The extent that the proposal meets the specifications and the needs presented in this RFP.	0 to 15	_____
2) Quality of the products and installation details including warranty and service	0 to 15	_____

Information provided by the Town is to facilitate proposals. Effort was made to provide necessary and accurate information when this RFP was prepared, but the Town is not to be penalized for any lack of completeness. Accuracy of this data is not guaranteed. It is the sole responsibility of PROPOSERS to assure that they have all information necessary for submission of their proposals.

Any questions relative to interpretation of specifications or if more information is needed, please contact George Keller, Calvin, Giordano & Associates, Inc., at 954-921-7781.

14.0 INFORMATION REQUIRED OF PROPOSER

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified.

- A. Proposal Format:** Proposal shall be submitted in the following order and should not exceed 10 pages. (Note: the title page and attachments are not included in the total page count). Each section should be tabbed:
Title Page, Table of Contents, Letter of Transmittal, Detailed Proposal to address all information listed in the Services section 2.3.3., CONTRACTOR Qualification and Experience, Cost Proposal. Attachments should include Certificate of CONTRACTOR License and Product Approval, Insurance documentation, as well as additional information which the CONTRACTOR would like to include.
- B. Title Page:** Name of PROPOSER's company/corporation, address, telephone number, e-mail address, name of person which will handle Town's account, date, and the subject – "INSTALLATION OF STORM PROTECTION AT TOWN HALL CONTRACT"
- C. Table of Contents:** List all sections and provide appropriate page reference.
- D. Letter of Transmittal:** Limit to one page. Briefly state the PROPOSER's positive commitment, understanding of the work to be performed **and** a commitment to perform the work within time restraints. The letter should be signed by appropriate company representative authorized to bind the PROPOSER to the terms of the proposal.
- D. Scope of Services:** Develop a detailed scope of services which addresses all items in Section 2.3.3.
- E. Contract Qualification and Experience:** State if business is local,

national, or international and indicate the business legal status (corporation, partnership etc.).

Give the date business was organized and/or incorporated and place of incorporation.

State if the business is licensed, permitted and/or certified to do business in the State of Florida, attach copies of all such licenses issued to the business entity as attachments. An affirmative statement that the PROPOSER and all assigned key professional staff are properly licensed to practice in the State of Florida.

Provide information regarding past performance, list references of previous clients including detailed contact information.

- F. **Cost Proposal.** Utilizing the Table in Appendix A, provide an estimate of the costs associated with the performance of the scope of services.

G. Attachments:

- a. PROPOSER's Certification
- b. Affidavit for Corporation, Affidavit for Individual, or Affidavit for Co-partnership
- c. CONTRACTOR Licenses
- d. Product Approval Documentation
- e. Insurance Requirements

PROPOSERS must submit with their proposal, proof of insurance meeting or exceeding the following requirements.

- Workers' Compensation Insurance – as required by law.
- Employer's Liability Insurance - \$500,000 per occurrence
- Automobile Liability Insurance - \$500,000 per occurrence, \$500,000 per accident for bodily injury and \$500,000 per accident for property damage.

The successful PROPOSER(s) must submit, prior to signing of contract, a Certificate of Insurance naming the Town of Surfside as an additional insured.

15.0 PROHIBITION OF INTEREST

No contract will be awarded to a proposing firm who has Town elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and Town Charter relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the bidder and may result in removal from the vendor bid list(s).

16.0 FLORIDA PUBLIC RECORDS ACT

All material submitted regarding this RFP becomes the property of the Town. Proposals may be reviewed by any person ten (10) days after the public opening.

PROPOSERS should take special note of this as it relates to any proprietary information that might be included in their offer.

Any resulting contract may be reviewed by any person after the contract has been executed by the Town. The Town has the right to use any or all information/material submitted in response to this bid and/or any resulting contract from same. Disqualification of a bidder does not eliminate this right.

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal, General Information, Specifications, proposed agreement and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 90 days following the opening in order to allow the Town of Surfside adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town of Surfside or any other proposer interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

I understand that a person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a CONTRACTOR, supplier, sub-CONTRACTOR or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 278.017, for CATEGORY TWO (\$25,000) for a period of 36 months from the date of being placed on the convicted vendor list.

I certify that I have reviewed the cover letter from the Town Manager and fully understand that it is incorporated as a part of this RFP by reference. I further agree that I have reviewed, am aware of and will otherwise comply with all city ordinances, state and federal laws in the performance of the services outlined in the Request for Proposal.

Name of Business

Signature

Date

BY:

Sworn to and subscribed before me this _____ day of _____,
2007.

Name & Title, Typed or Printed
Notary Public

Mailing Address:

State of _____

City, State, Zip Code

Facsimile Number (____)_____

Telephone Number (____)_____

Email Address:_____

AFFIDAVIT FOR CORPORATION

State of _____

County of _____

_____,
is _____ (title) of the

_____ (corporation described herein) being duly sworn, deposes and says that he/she is familiar with the books or the said corporation showing its financial position; that the foregoing statements are a true and accurate statement of the financial position of said corporation as of the date hereof; and, that the statements and answers to questions of the foregoing experience questionnaire are correct and true as of the date of this affidavit and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the Town of Surfside considers such action on the part of the applicant to constitute good cause for denial, suspension or revocation of a existing work, future contracts or contracts being performed by the CONTRACTOR for the Town of Surfside.

(Officer must also sign here)

Sworn to me before this _____ day of 20_____,
by _____ (name of affiant). He/she is personally known to
me or has produced _____ (type of identification) as
identification.

(Notary)

SEAL

AFFIDAVIT FOR INDIVIDUAL

State of _____

County of _____

_____ being duly sworn, deposes and says that the foregoing financial statements are a true and accurate statement of his/her financial position as of the date thereof, and that the answers to the questions contained therein are true; and, that the statements and answers to the questions of the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the Town of Surfside considers such action on the part of the applicant to constitute good cause for denial for bidding on Town projects or the suspension or revocation of existing work or future contracts or contracts being performed by the CONTRACTOR for the Town of Surfside, Florida.

(Applicant)

Sworn to me before this _____ day of 20____,
by _____ (name of affiant). He/she is personally known to
me or has produced _____ (type of identification) as
identification.

(Notary)

SEAL

AFFIDAVIT FOR CO-PARTNERSHIP

State of _____

County of _____

_____ is a member of the firm of _____, being duly sworn deposes and says that the foregoing financial statements are a true and accurate statement of the financial position of said firm as of the date thereof, and that the answers to the questions contained therein are true; and, that the statements and answers to the questions of the foregoing ~~experience questionnaire are correct and true~~ as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the Town of Surfside considers such action on the part of the applicant to constitute good cause for denial for bidding on Town projects or the suspension or revocation of existing work, future work or contracts being performed by the CONTRACTOR for the Town of Surfside, Florida.

(Member of Firm)

Sworn to me before this _____ day of 20_____,
by _____ (name of affiant). He/she is personally known to me or
has produced _____ (type of identification) as identification.

(Notary)

SEAL

Appendix A

Page
1

SCHEDULE OF FEES AND EXPENSES

FOR INSTALLATION OF STORM PROTECTION AT TOWN HALL

COMBINING SCHEDULE – ALL SERVICES DESCRIBED IN RFP SECTION 3.0 C

<u>Nature of Service to be Provided</u>	<u>Total Price</u>	<u>Schedule</u>
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Each Service Described in RFP Section 3.0 Special Considerations should be supported by an Individual Schedule in the format provided on page 2 of this Appendix.